



Women-Owned/Economically Disadvantaged Small Business (WOSB/EDWOSB) Federal Contract Program

U.S. Small Business Administration

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Woman Owned/Economically Disadvantaged Woman Owned

- **Overview of the WOSB Federal Contract Program**
- **Eligibility requirements**
- **Self-Certification/Third Party Certifiers**
- **Contract Program Repository**

Overview of the Women-Owned Small Business Federal Contract Program

Program overview

The Women-Owned Small Business (WOSB) Federal Contract Program promotes competition for certain federal contracts for eligible:

- Women-owned small businesses (WOSBs) or
- Economically disadvantaged women-owned small businesses (EDWOSBs)

The rule for this program became effective in the Federal Acquisition Regulations (FAR) on April 1, 2011

Impact of the program

- Makes it easier for women-owned companies to compete for and win federal contracts
- Provides agencies a tool to achieve the WOSB contracting goal (the Federal government must award 5% of its prime contracting dollars to WOSBs)
- Ultimately, the program helps WOSBs grow

Requirements for WOSB and EDWOSB Contract Competitions

Contracting officers may have WOSB- or EDWOSB-only contract competitions if the contract meets the following requirements:

	WOSB	EDWOSB
Industries	<ul style="list-style-type: none"> NAICS code assigned to contract solicitation is in an industry in which WOSBs are substantially underrepresented (157 6-digit NAICS designated) 	<ul style="list-style-type: none"> NAICS code assigned to contract solicitation is in an industry in which WOSBs are underrepresented (217 6-digit NAICS designated)
Rule of two	<ul style="list-style-type: none"> Contracting officer has reasonable expectation that 2 or more WOSBs will submit an offer <i>* Note: All EDWOSBs are WOSBs</i> 	<ul style="list-style-type: none"> Contracting officer has reasonable expectation that 2 or more EDWOSBs will submit an offer <i>* Note: Not all WOSBs are EDWOSBs</i>
Award price	<ul style="list-style-type: none"> The National Defense Authorization Act of 2013 (NDAA) removed the dollar value caps on WOSB/EDWOSB contract awards. The SBA's regulation change was effective May 7, 2013. Contract must be awarded at fair market price 	

A complete list of applicable NAICS codes can be found at www.sba.gov/wosb

Recent Legislative Changes

The National Defense Authorization Act of 2015 made a few changes to the WOSB Federal Contract Program.

These changes include the addition of a sole source authority for contracting officers and changes to how businesses self-certify or certify their status as eligible for the program.

These provisions will not be in effect until the SBA and the Federal Acquisition Regulation Council (FAR Council) update their regulations, which will be subject to public comment.

Until new regulations are finalized, all program stakeholders must follow existing regulations.

Eligibility Requirements for WOSBs

- ☐ **Meet small business size standard for primary NAICS code and contract**
- ☐ **At least 51% unconditionally and directly owned by women who are U.S. citizens***
- ☐ **The woman must manage the day-to-day operations**
- ☐ **The woman must make the long-term decisions for the business**
- ☐ **A woman must hold the highest officer position in the company**
- ☐ **The woman must work at the business full-time during normal working hours**
- ☐ **No minimum amount of time the business has been operational**

*Community property laws are not considered when looking at ownership.

Eligibility Requirements for EDWOSBs

Same requirements as WOSBs (on previous page) PLUS:

- ☐ **Personal net worth** (assets minus liabilities) is **less than \$750,000** excluding:
 - Ownership in business and primary personal residence
 - Income reinvested or used to pay taxes of business
 - Funds reinvested in IRA or other retirement account*
 - Transferred assets within two years if to or on behalf of immediate family member for select purposes**
- ☐ Adjusted gross income **average** over three years is \$350,000 or less excluding:
 - Income reinvested or used to pay taxes of business
- ☐ Fair market value of **all** assets is **\$6 million or less**.

* Must be IRA or other official retirement account that is unavailable until retirement age without significant penalty

** Select purposes are for that individual's education, medical expenses or other essential support or to family member in recognition of special event

Note: SBA will look at a spouse's finances if the spouse has a role in the WOSB/ EDWOSB, has lent money to or provided financial support (including credit or guarantee of loan) to the business. SBA may also look at spouse's finances if both spouses are in same or similar line of business and businesses share names, websites, equipment and employees.

Eligibility Requirements for Joint Ventures

A WOSB/EDWOSB may submit an offer as a joint venture with another small business if the following requirements are met:

- Size: Combined annual receipts or employees of joint venture must meet NAICS code assigned to contract*
- EDWOSB/WOSB must manage the joint venture
- EDWOSB/WOSB employee must be project manager responsible for performance of the contract
- EDWOSB/WOSB must receive at least 51% of net profits
- Joint venture agreement must be in writing
- Joint venture must meet subcontracting limitations

Note: Joint venture agreement does not have to be approved by SBA

*Unless exceptions in 13 C.F.R. §121.103(h)(3) apply.

WOSB Federal Contract Program: How to demonstrate eligibility – Self- or Third-Party Certification

There are two ways to demonstrate eligibility for the WOSB program:

- **Self-certification** with supporting documents, or
- **Third Party Certification** with supporting documents

Self-Certification

- ▶ Free
- ▶ Register in the System for Award Management (SAM) www.sam.gov
- ▶ Compile and upload all required documents to the WOSB Repository
- ▶ Represent status in SAM

Third Party Certification

- **Register in SAM as WOSB or EDWOSB**
- **Obtain certification from an SBA-approved Third Party Certifier**
 - US Women's Chamber of Commerce
 - Women's Business Enterprise National Council (WBENC)*
 - National Women's Business Owners Council (NWBOC)
 - El Paso Hispanic Chamber of Commerce
- **Compile and upload all required documents to the repository**
- ▶ Represent status in SAM

*Does not perform economic disadvantage determinations

5 Steps to participate in the WOSB Federal Contract Program

- 1 Read the WOSB Federal Contract Program regulations (13 CFR 127) in the Federal Register and WOSB Compliance Guide (www.sba.gov/wosb)
- 2 Register in SAM
- 3 Log onto SBA's General Login System (GLS)
**Obtain an account now if you don't already have one*
- 4 Go to the WOSB Repository and upload all required documents
- 5 Represent your status in SAM

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Read the WOSB Federal Contract program regulations in the Federal Register and the WOSB Compliance Guide

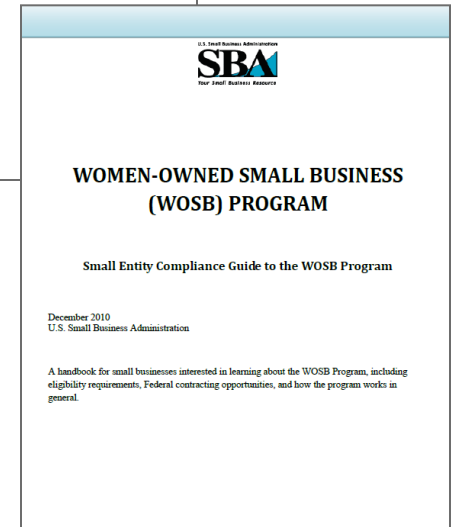
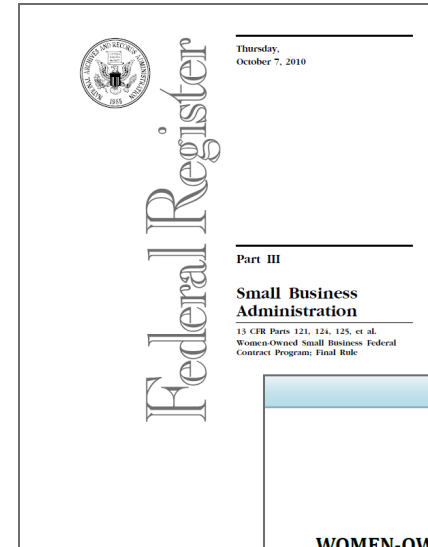
Read the WOSB Federal Contract program regulations in the Federal Register

- You can find the regulations at <http://www.sba.gov/sites/default/files/files/2010-25179.pdf>

Read the WOSB Compliance Guide

- It contains detailed information about the program, eligibility requirements and more
- You can find the Compliance Guide at www.sba.gov/wosb:
 - Under “WOSB Program Information”, click on “Compliance Guide for the WOSB Program”

Verify that your firm meets all the WOSB requirements



2 Register in SAM as WOSB and/or EDWOSB

What is SAM? The System for Award Management, owned by GSA

- SAM contains the former CCR (Central Contractor Registration), which is an online government-maintained database of companies wanting to do business with the Federal government available at:
www.sam.gov

What do I need to do in SAM?

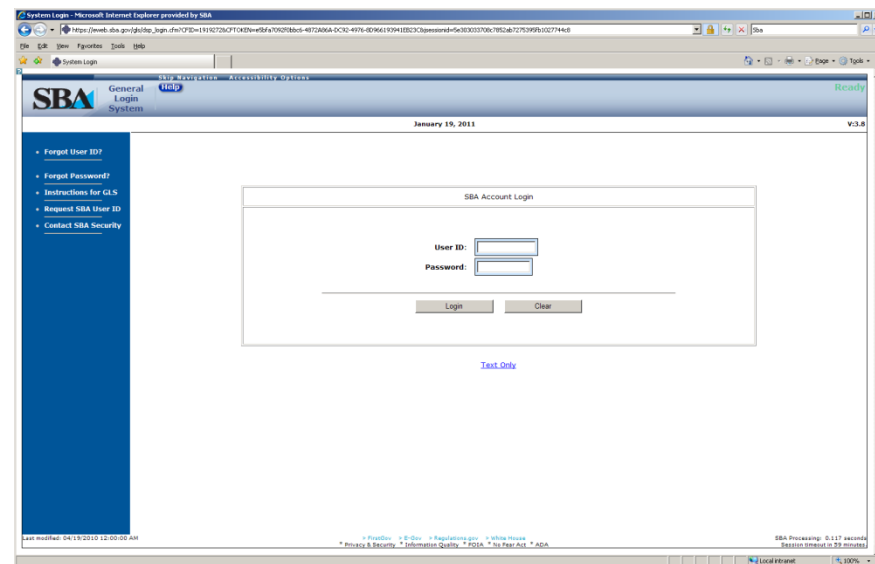
- First, establish an account!

The screenshot shows the Central Contractor Registration (CCR) website. At the top is a blue header with the text "Central Contractor Registration" and an American flag graphic. Below the header is a navigation bar with links: CCR Home, CCR Search, Federal Agency Registration, News, Release Notes, Request Data Access, and Help. A secondary navigation bar includes: Contractors, Grantees, International Registrants, Small Businesses, Security Notes, and 599,691 Active Registrants. On the left side, there is a "Quick Links" section with links to Dynamic Small Business Search, ORCA, SBA, Request DUNS Number, Federal Business Opportunities, and a disability icon. The main content area is titled "Welcome to Central Contractor Registration (CCR)" and contains a paragraph about CCR being the primary registrant database for the U.S. Federal Government. Below this is a "Log in to CCR" section with fields for User ID and Password, a "Log In" button, and links for "Forgot User ID" and "Forgot Password". There is also a "Create New Registration" section with a "Start New Registration" button and a link to "What You Need to Register International Registrants". A note states: "Note: New registrations usually take 3-5 business days to process once completed by the vendor." On the right side, there is a "Top Frequently Asked Questions" section with several links: "How do I register in CCR?", "What are my yearly renewal requirements? How do I keep my record active?", "How are CAGE Codes assigned?", "I am updating and renewing my CCR record and noticed that the D&B information provided requires changing. How can I update this data?", and "What is an MPIN? Where can I locate or assign my MPIN?". A "View All FAQs" link is at the bottom of the FAQ section.

3 Log onto SBA's General Login System (GLS)

To participate in the WOSB program, **you must have a GLS account:**

- If you already have an account, log into your account at: **<https://eweb.sba.gov/gls>**
- If you do not have an account:
 - Go to the same web address above
 - Click on “Instructions for GLS” for information on how to request an account
 - Go to “Request SBA User ID” to create an account
 - Then log into your GLS account



4 Go to the WOSB Repository and upload all required documents

What is the WOSB Repository?

- By statute, documents verifying a WOSB/EDWOSBs eligibility must be submitted to the agency contracting officer (CO)
- Rather than have WOSBs submit documents to the CO, the SBA has created a document warehouse
- A WOSB's documents in the repository can be accessed only by the WOSB, SBA and the CO (only if the firm gives the CO permission to access the documents)

How do I get to the repository?

- Once you are logged into GLS, click on "Women-Owned Small Business Program Repository"
- Further instructions are available at www.sba.gov/wosb

What documents need to be uploaded into the Repository?

Self-Certification

- **Birth certificates, naturalization papers, unexpired passports to verify U.S. citizenship**
- **Copy of Joint Venture agreement (if applicable)**
- **Copy of WOSB/EDWOSB Certification (SBA Form 2413 or SBA Form 2414)**
- **DBA certificate**
- **Corporate information relating to verifying ownership by a woman or women**
- **EDWOSBs: All of the above and SBA Form 413, Personal Financial Statement, for each woman claiming economic disadvantage and their spouse, if applicable**

Third Party Certification

- **Copy of Third Party Certification from an SBA Approved Third Party Certifier**
- **Copy of JV agreement (if applicable)**
- **Copy of WOSB/EDWOSB Certification (SBA Form 2413 or SBA Form 2414)**

***Please note that once a document is uploaded to the Repository, it cannot be deleted.
Double check your documents before uploading.

5 Represent your status in SAM

System for Award Management

- SAM is where companies represent their eligibility for federal contracts (representations and certifications)
www.sam.gov

What do I need to do in SAM?

- Prior to submitting an offer for a WOSB or EDWOSB contract, but after you upload your documents into the Repository, you must represent your status in SAM. Detailed instructions are in the Federal Acquisition Regulations (FAR)



The System for Award Management (SAM) is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated into SAM. Over the coming years, additional system migrations will be completed.



The screenshot shows the ORCA website interface. At the top, there's a header with the ORCA logo and navigation links: Home | Search | FAQs | Help | Security Notice. Below the header, a welcome message reads: "Welcome to the Online Representations and Certifications Application (ORCA)". A note states: "**Recovery vendors must register at [Federalreporting.gov](\"http://Federalreporting.gov\") (click [here](\"#\") for more information)**". A paragraph explains that ORCA is an e-Government initiative designed by the Integrated Acquisition Environment (IAE) to replace the paper-based process. The main content area is divided into two sections: "Please login to add or update your ORCA record" and "Search current ORCA Record". The login section includes input fields for DUNS Number, a field for "+4 (if applicable)", and an MPIN field, with "Login to ORCA" and "Reset Fields" buttons. The search section includes input fields for DUNS Number and "+4 (if applicable)", with "Search" and "Reset Fields" buttons. A "Click Here for Archive Search" link is also present. A "NOTE" section advises users to click a link to learn how to create their MPIN. At the bottom, there's an "Other Links" section with links to Small Business Administration (SBA), The U.S. Government's Official Web Portal (USA.gov), Central Contractor Registration.gov (CCR), Business Partner Network (BPN), FedBizOpps.gov, and FAC 01-26. A footer note states: "The ORCA website is best viewed using Internet Explorer 6.0 or higher or Netscape 7.x or higher. NOTE: Session will terminate after 20 minutes of inactivity. [Click Here](\"#\") for feedback or comments form."

Represent your status in SAM (continued)

SAM: "I have read each of the FAR and DFARS provisions presented below. By submitting this certification I, _____, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent _____ in any of the below representations or certifications to the Government."

- (1) The offeror represents as part of its offer that it ☒ is, ☐ is not a small business concern.
- (2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it ☒ is ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it ☒ is ☐ is not, a women-owned small business concern. (See Below)
- (4) Women-owned small business (WOSB) concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (b)(3) of this provision] The offeror represents as part of its offer that:
- (i) It ☐ is not, a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and
- (ii) It ☐ is ☒ is not, a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate in reference to the WOSB concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern or concerns that are participating in the joint venture.] Each WOSB concern participating in the joint venture shall submit a separate signed copy of the WOSB representation.
- (5) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a women-owned small business concern eligible for the WOSB Program in (b)(4) of this provision] The offeror represents as part of its offer that:
- (i) It ☒ is ☐ is not, an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and
- (ii) It ☐ is ☒ is not, a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7) (i) of this provision is accurate in reference to the EDWOSB concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern or concerns that are participating in the joint venture.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

Penalties for false representation are steep

Required documents must be in the Repository prior to representation

Note: This box should have been checked. All EDWOSBs are also WOSBs

4 Steps to compete for a WOSB federal contract

- 1 Make sure you have completed all of the required steps to participate in the WOSB Federal Contracting Program
- 2 Identify federal contracting opportunities using the following resources:
 - FedBizOpps: <https://www.fbo.gov/>
 - SBA's Contracting Resources for Small Businesses page: <http://www.sba.gov/content/federal-business-opportunities>
- 3 Submit an offer for a contract
- 4 When selected as the apparent awardee, give the contracting officer access to your documents in the WOSB Repository using the "Authorize" function

Resources and Q&A

There are a number of resources available to help answer questions about the WOSB Program:

Visit the SBA's website: www.sba.gov/wosb

- ▶ You will find the latest information about the program on this site

Visit a local resource:

- ▶ Small Business Administration District Offices
 - Find your local office at: <http://www.sba.gov/about-offices-list/2>
- ▶ Women's Business Centers
 - Find your local center at: <http://www.sba.gov/content/womens-business-centers>
- ▶ Small Business Development Centers
 - Find your local center at: <http://www.asbdc-us.org/>
- ▶ Procurement Technical Assistance Centers
 - Find your local center at: <http://www.aptac-us.org/new/>

Call the SBA Answer Desk: 1-800-U-ASK-SBA (1-800-827-5722)

Questions?